

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]

WLEX-TV

[Station Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am [a brief introduction about yourself, e.g., a journalism student, a professional journalist, etc.]. I am writing to request an interview opportunity with you or a member of your team at WLEX-TV.

I am particularly interested in discussing [specific topic or reason for the interview, e.g., local news coverage, breaking news stories, professional insights in broadcasting, etc.]. I believe that your expertise and perspective would greatly benefit my [project, article, research study, etc.].

I am flexible with timing and can adjust to your availability. Please let me know if we could schedule a time to connect, whether in person or via phone/video call.

Thank you for considering my request. I look forward to the possibility of speaking with you.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]
[Your Institution/Organization, if applicable]